

Minutes of the Combined Health & Human Services Board and Committee Meeting

Thursday, August 11, 2005

Chairs Farrell and Stamsta called the meeting to order at 1:07 p.m.

Committee Members Present: Supervisors Duane Stamsta (Chair), Jim Jeskewitz, Andy Kallin, Rob Hutton, Bill Kramer and Barbara Roncke. **Absent:** Sandy Wolff

Board Members Present: Citizen Members Dennis Farrell (Chair), JoAnn Weidmann, Mike O'Brien, Dick Wutt, and Supervisors Duane Stamsta, Vera Stroud, Barbara Roncke, Duane Paulson. **Absent:** Dr. John Guy

Also Present: Chief of Staff Lee Esler, Chief Judge Kathryn Foster, Criminal Justice Collaborating Council Coordinator Shelly Cyrulik, Clinical Services Manager Mike DeMares, Administrative Services Manager Russell Kutz, Health and Human Services Director Peter Schuler, Health and Human Services Deputy Director Don Maurer, Principal Information Systems Professional Ann Christman, Information Systems Manager Mike Biagioli and IS Consultant Donn Hoffman.

Committee Agenda Items

Approve Minutes of June 16, 2005

MOTION: Kramer moved, seconded by Jeskewitz to approve the minutes of June 16, 2005. Motion carried 6-0.

Executive Committee Report of 8-1-05

The Strategic Planning Process has been completed; they are waiting for the consultant's results. The Committee approved the scope of the Department of Health and Human Services Contract Audit. The auditors will look at contracts in the HHS Department in a different light since we don't purchase contract services through the Purchasing Division of DOA.

Correspondence

Schuler spoke about the letter he received from Family Service of Waukesha and The Women's Center regarding their plan to open a Child Advocacy Center in Spring of 2006. A copy of this letter was had been distributed to committee and board members earlier.

Board Agenda Items

Approve Minutes of June 16, 2005

MOTION: Paulson moved, seconded by Weidmann to approve the minutes of June 16, 2005. Motion carried 8-0.

Correspondence

A copy of the memo to Chairman Dwyer from County Executive Finley regarding the appointment of April Medina to the Human Services Board was distributed.

Announcements

Representatives from the National Institute of Health met last week at LaCasa to discuss the National Children's Health Study with UW Madison and the Medical College of Wisconsin. Both agencies are working together for the grant. Waukesha County is still in the running for one of the four spots in the nation for this study. Updates will be provided on progress at future meetings.

Maurer announced that the State's Division of Children and Family Services, Continuous Quality Improvement Team is conducting a review of the child welfare practice in Waukesha County the second week in December. The group will be interviewing kids, parents, and staff. The initial meeting will be held on September 7th at 10:00 a.m. in the Multipurpose Room at the Mental Health Center. There are a couple of follow-up meetings before the actual review.

Andy Kallin arrived at 1:17 p.m.

MOTION: Kramer made a motion seconded by Jeskewitz to approve committee members' attendance at any of the meetings preparing for the review. Motion carried 6-0.

MOTION: Wutt made a motion seconded by Weidmann to approve board members to attend any of the meetings preparing for the review. Motion carried 8-0.

Criminal Justice Collaborating Council Budget Presentation

Shelly Cyrulik, Coordinator stated that the budget is basically the same as in 2005. She announced that our consultant, Bob Gibson, has gone to Afghanistan for a year to assist them in getting their court system restarted so it will free up some monies in that area. They still haven't heard anything about the alcohol grant which we were notified about by July 1st. All the applications have been reviewed but apparently no decision has yet been made.

Judge Kathryn Foster stated that the Council would like to put forth an ordinance to create a county position for Shelly to be a county employee rather than a contracted employee. They would use the funds they are saving from Mr. Gibson's consulting fees towards her benefits and salary. Gibson is still available and we can still consult with him for a certain number of hours per month. He would still provide direction for Strategic Planning for the Council and community corrections. We would still utilize him but on a much smaller basis.

The Community Transition Program is being expanded by a .5 position to provide services for those lower maintenance clients in the jail that the existing position is unable to serve because of her high caseload. The Council provided \$18,000 for resources for this position. The other new expenditure of \$20,000 will be going to the Salvation Army for their Operation Hope project with the understanding that they will continue to seek other areas of funding.

Kramer noted that the numbers in the budget don't add up. Shelly will work with budget analyst Andy Thelke to get these figures corrected.

The personnel expenses reflect the creation of a full-time Coordinator position. Operating expenses include contracted pre-trial screening, pre-trial supervision and operating after revocation program services budgeted at \$250,625 which is an increase of \$7,300.

Vera Stroud arrived at 1:30 p.m.

In the Community Service Options program, for every 24 hours of community services performed, a Huber inmate reduces their days of stay by 1 day. This is especially good for those who are not working and in treatment. Some find employment through community service. Inmates are allowed up to 60 hours per week out of the facility and if they work 40 hours, they still have 20 hours to perform community service. There was discussion regarding the above, because it was felt that the person who works full-time cannot perform as much community services as someone not working and yet that individual would be able to be released from Huber sooner. The Judge explained that all inmates are rewarded for good time. Most Huber inmates are there for OWI. Judge will talk to Ray Cuneen about this program. In order to partake in the community service program an inmate must have all fees paid. Felons cannot be put in this program. Because we have lost one of the larger sites (Salvation Army) there won't be as many community service hours in 2006 as there were in past years.

The Interdepartmental charges include \$2,000 for phone and office supply related expenses. They still cannot extract data from Spillman because of the conversion to a new computer system in the Sheriff's Department, but Shelly does have access to reports from the jail. The Misdemeanor Pretrial Conference pilot program was discontinued after one full year of implementation due to the fact that the program was not achieving the desired results that the Criminal Case Management Subcommittee expected. The Operating After Revocation program is still active and will continue to be monitored by the CJCC in early 2006.

Judge Foster and Shelly concluded the presentation by going over the objectives and achievements of the Council.

MOTION: Wutt made a motion seconded by Weidmann to accept the proposed budget upon corrections being made to the numbers. Motion carried 8-0.

Carroll College Hispanic Health and Human Services

Claudette McShane from Carroll College reported on the Hispanic Health and Human Services minor that they have added to the college curriculum. They received \$140,000 of federal monies to make these curriculum changes. They pulled together a group of nine faculty to work on strengthening this minor and make sure students graduating with this minor in Spanish also understood the culture. They had a national consultant work with them and encouraged them to do projects in Central America or South America. They spent this last year working with the Mexican Institute of Public Health in Cuernavaca, Mexico and students will do research in our local Hispanic community with school age children and again in Cuernavaca. While they are in Mexico they will also take additional language courses there. They presently have 24 students in the program where before they had 8. The goals of the HHHS minor are to educate students who will function competently in a professional capacity within a Hispanic/Latino health and human service delivery setting; to recognize and respond to cultural characteristics that affect health and human services in the Hispanic/Latino community and to demonstrate abilities to communicate effectively using terminology in Spanish in comprehending, reading, writing and speaking.

The college also applied for a grant to develop the Hispanic Nursing Project and received \$559,000. The goal is to recruit, retain and graduate 28 Hispanic nurses. With this grant they can identify students in their first year of high school. The goal was to have 8 students in the first year and they actually have 13. They mentor the students through high school and help them keep up their grades and prepare for the SAT's. With the high school students it is a three-year grant and they can resubmit.

When asked if they have done any post-graduate tracking, Ms. McShane stated that so far they have only had two students graduate, but they will start tracking with the students in the area.

Committee Agenda Item

Six-Month Status Report of the Department 2005 Budget

Russ Kutz handed out a copy of the Budget Status Report for the first six months of 2005 for the different funds in Health and Human Services. Fund 150 is presently \$11,429 over budget on paper, but Russ states we are actually meeting budget. Fund 310 presently reflects a positive of \$231,000 but revenues are down. In Fund 350 expenditures are up due to program modifications required by the State, revenues are down but are ultra conservative right now and we expect an increase. It's a result of the delays in the billing and Medicare Part B. That has been a coding problem with the federal government rejecting Medicare Part B and is now being resubmitted. Autism expenditures are below budget. We had a lot of referrals coming in, but the state has to approve those plans and there is a lag between referral and approvals. In looking under (h) on page 2, Schuler stated that we can only hold vacancies open in those areas where we have experienced staff. We have had 16 people retire this year; and had roughly \$160,000 in payout of sick leave for retirees to put in their post employment insurance program. This number represents 8 times more than we have in a normal year. Since 2003 the County has tried to realize these retirements coming up. When meeting with DOA we have had to use fund balance reserve. In coming years we may have to leave vacancies open in order to pay for retirements. The other huge issue in the Mental Health Center has to do with the fact that we had to take steps in changing safety in the Center. We did have a need to increase from 30-minute to 15-minute face-to-face checks and this of course leads to more staff time. Policy was being followed but those incidents caused a complete review. We have increased the number of psych techs not nurses – it takes 2.8 psych techs and an additional 1/5 nurse on third shift. We have now come up to a budget level in 2006 for the right coverage. It cost us more in 2005 as well as in 2006. We also had to change the budget for medications. Everyone coming into the Mental Health Center has to go through a thorough medical screening before being admitted. The medication costs are rising not because of psychiatric drugs but for costs for medication for other physical illnesses. We have also had an increase in detox for opiates, i.e. heroin, methamphetamines as well as oxycodone which takes longer for detox than cocaine and lesser drugs. Our residential costs then go up as well. As a department we may need to transfer additional community aids to the Mental Health Center so its not trying to cope with all this fluctuation in the future.

Board Agenda Items

Public Health Performance Standards

JoAnn Weidmann passed out a document on the national public health performance standards. As a board we need to decide if we are going to go forward looking at federal standards. The

questions in the survey are based on ten essential public health services to improve the status of public health in the community. It shouldn't take a lot of work for the agency and if we decide to do this JoAnn, Dr. Healy, Peter and Don will meet and work out a plan. In LaCrosse County, they put it on every agenda and address one issue at the beginning of each meeting. If we notify the CDC of our commitment, they will provide us assistance. They approximate four hours to complete the task, but JoAnn doesn't think it will take four hours because the information is already there. The instrument is a self-assessment tool and a short statement designed to give the essence of the local board. JoAnn has read over what the work would involve. We have to make sure services are provided, not that we do them. If we use the CDC you can submit your data and they will give us reports back. She is going to talk to LaCrosse County and see if they ever get any reports back.

The question is do we want to do this and how intensive do we want to be. It could cost us some staff time but everything is available on the computer. We need a committee of board and staff to work on this project. After we complete the evaluation, we will see the holes in our system and work towards correcting those based on the standards. If the board makes a tentative commitment to do this someone has to contact the CDC and also LaCrosse County who is already doing this. We have to tap some sources to find out what the real workload could be.

MOTION: Weidmann made a motion seconded by Wutt to form a subcommittee to explore what is involved in completing the self-assessment tool. All voted and the motion carried 8-0.

Proposal to Nominate the Health Council for the County Executive Award

JoAnn Weidmann would like to propose the nomination of the Waukesha County Health Council for the County Executive Award. She will write the proposal and the board will be the sponsoring body.

MOTION: Paulson made a motion seconded by Wutt to propose the nomination of the Waukesha County Health Counsel for the County Executive Award. All voted and the motion carried 8-0.

Committee Agenda Item

Update IS Progress on the Capital Projects

Ann Christman introduced Donn Hoffman, a consultant who was brought in to do an analysis of where we should be heading in the future. Ann handed out a color-coded document on the status of various HHS projects as of today's date. This document gave the project title, original target date, completion date if project was done, the status as of today's date, business impacts/risks, comments and cost if not completed. Some Avatar sub-projects, which were scheduled for completion in October of 2003 and 2004 are not yet scheduled at this point. Ann explained that there were so many projects that some were put on hold. The priorities were set by the department as far as urgent, critical, high, medium and low. Obviously we want to do the highest priority first utilizing IS staff who's expertise falls in that area. We have one expert on Avatar, but that staff member can't work on both priorities at the same time. Business is the primary reason for the most critical need.

Mike Biagioli from the Information Systems Department stated that so much was going on and people were so scattered that productivity was unstable. They wanted to look at what's truly doable, the proper priority and execute a plan and stick to it. Resource availability, funding and capability of those resources were looked at to complete the projects. They tentatively have projects going out to 2009 covering projects that are going on now and had been planned. It does not include any projects that may be future state initiatives and wish list wants and there will be minimal new initiatives coming up between now and 2009. Donn Hoffman will be giving the administration of the Department of Health and Human Services and the Department of Administration the final information by October 31st. The Information Systems Division/DOA is putting into place procedures to address tracking of applications. There have been inconsistencies in version control which are also being addressed.

Adjournment

MOTION: Kallin made a motion, seconded by Jeskewitz to adjourn the Committee meeting. Motion carried 6-0.

MOTION: Wutt made a motion, seconded by Weidmann to adjourn the Board meeting. Motion carried 8-0.

Minutes recorded by Kathy Leach

Respectfully submitted,

Andrew J. Kallin
Secretary